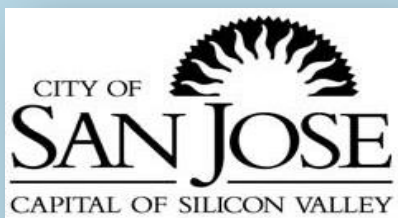




**THE CITY OF SAN JOSÉ IS
ANNOUNCING AN EXCITING
EMPLOYMENT OPPORTUNITY FOR
INFORMATION TECHNOLOGY
PURCHASING MANAGER
IN THE
FINANCE DEPARTMENT**

FINAL FILING DATE: MAY 29, 2015



*Recruiting Services
Provided by*

Koff & Associates



About the City

The City of San José plays a vital economic and cultural role as the center of Silicon Valley. With an incredibly diverse community of one million people who have family and business ties around the world, San José is also at the crossroads of innovation and tradition that is the home of global technology companies and high quality neighborhoods. Located at the southern end of beautiful San Francisco Bay, San José is within easy reach of California's beaches and mountains, and enjoys an abundance of good weather.

The City of San Jose is a full service Charter City and operates under a Council-Manager form of government. Mayor Sam Liccardo assumed office on January 1, 2015, with a platform of restoring public safety, spending smarter, expanding economic opportunity for all of San José's residents, and investing in the future. His philosophy is "it's your city, and it should work for you."

About the Department

San Jose is the center of cultural, government and economic activity for the region. The employees of the City of San Jose have embraced the following values: Integrity, Innovation, Excellence, Collaboration, Respect and Celebration. The City's Finance Department is seeking an individual whose values align with the values of the City's employees.

The mission of the Finance Department is to manage, protect and report on the City of San Jose's financial resources to enhance the City's financial condition for residents, businesses and investors. The Finance Department has an operating budget of approximately \$15 million and 118 employees.

The organizational structure consists of the following Divisions:

- Accounting
- Administration
- Purchasing
- Treasury

The Finance Department and its personnel demonstrate a strong commitment to teamwork, fiscal responsibility and building lasting partnerships.

About the Opportunity

The City of San José is seeking an experienced and entrepreneurial-minded self-starter who can thrive in a collaborative, problem solving environment while working with limited direction and guidance.

This position requires the ability to work both autonomously and collaboratively, and requires cross functional expertise in procurement, contracting and information technology. This position will initially function as an individual contributor and report directly to the City's Chief Procurement Officer, a Deputy Director in the Finance Department.



About the Position

The specific duties of the IT Purchasing Manager include the following:

- Lead all major Information Technology (IT) procurements.
- Plan and direct procurement and contracting services for all City departments.
- Work closely with the IT Department and City Departments on purchasing, contracting and ongoing vendor management for all enterprise systems, including Human Resource Information Systems (HRIS), payroll, online permitting, Customer Relationship Management (CRM) systems, mobile data computer for the Police Department, and all network upgrades.
- Analyze, negotiate, and maintain the City's IT software licensing agreements.
- Facilitate and manage complex procurement activities.
- Assist internal customers with IT specification development; evaluate specifications.
- Oversee preparation and issuance of RFPs, Requests for Information (RFIs), and Requests for Qualifications (RFQs).
- Write procedures manuals for procurement staff.
- Formulate and review responses to bidder protests.
- Negotiate, prepare and write complex contracts; negotiate and review contract amendments and change orders.
- Provide leadership, direction, and assistance to departments related to procurement activities and facilitate complex negotiations with vendors.



Position Competencies

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

- **Job Specific Competencies** – Knowledgeable in public sector procurement and contracting practices, software license agreements development of technical specifications and requirements, keeps abreast of changes and developments in Information Technology.
- **Job Expertise** – Demonstrates knowledge of and experience with applicable professional/ technical principles and practices.
- **Communication Skills** – Communicates and listens effectively and responds in a timely, effective, positive and respectful manner. Written documents must be accurate, complete, current, well-organized, legible, concise, neat, and in proper grammatical form.
- **Analytical and Strategic Thinking** – Approaches a situation or problem by defining the problem or issue; identifies a set of features, parameters, and considerations to take into account, collects and analyzes data, uses logic and intuition to arrive at conclusions and recommendations.
- **Collaboration** – Develops networks and builds alliances; engages in cross-functional activities. Coordinates with peers and central IT staff.
- **Leadership** – Demonstrates self-confidence. Remains visible and approachable and interacts with others on a regular basis. Demonstrates high ethical standards. Acts in a way that is consistent with verbal and written communication.
- **Initiative** – Is self-directed, resourceful, and creative in meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility or workload and accept challenges; pursues continuing educational opportunities to enhance job performance.
- **Project Management** – Ensures support for projects and implements agency strategic goals and objectives. Plans and organizes schedules, milestones, resources, and stakeholder involvement to achieve successful results.

Education & Experience Requirements

- ❖ A Bachelor's degree from an accredited university or college in business administration, public administration, management information systems, computer science, or a related field.
- ❖ Five years of professional experience related to the purchase of indirect goods and services, and IT hardware and software; working with complex procurements and/or responsibility for complex programs or projects.

Compensation

The salary range is **\$103,875 to \$127,150** annually.

Benefits

- **Retirement** – Competitive defined benefit retirement system with full reciprocity with CalPERS.
- **Health Insurance** – The City contributes 85% towards the premium for the lowest cost plan; there are several plan options.
- **Dental Insurance** – The City contributes 100% of the premium of the lowest-priced plan for dental coverage.
- **Personal Time Off** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.
- **Holidays** – The City observes 14 paid holidays annually.
- **Deferred Compensation** – The City offers an optional 457 plan.
- **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- **Insurance** – The City provides a term life policy equal to two times annual salary; long-term disability and AD&D plans are optional.
- **Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.
- For additional information on the City's benefit plan offerings, please go to:
<http://www.sanjoseca.gov/index.aspx?NID=707>.

Important Application Information

To apply for this outstanding opportunity, please visit the Koff & Associates website at www.koffassociates.com to view the job posting and brochure. Please mail or email your cover letter and resume by May 29, 2015 to:

Koff & Associates
2835 7th Street
Berkeley, CA 94710
infokoff@koffassociates.com

Following the closing May 29, 2015, applicant materials will be screened in relation to the criteria outlined in this brochure. The most qualified candidates will be invited to screening interviews with Koff & Associates. The City of San José will make the final decision regarding a candidate's eligibility. Successful candidates not currently employed in regular status by the City of San José must pass a pre-employment background check to be considered for employment. Candidates will be advised of the status of the recruitment following selection of the successful candidate.

The City of San José is an equal opportunity employer encouraging workforce diversity.



RECRUITMENT SCHEDULE:

Recruitment Opens: April 30, 2015

Apply By: May 29, 2015 (midnight)